

ERIE COUNTY 2004 PUBLIC BENEFIT FUNDING



ECONOMIC DEVELOPMENT/COMMUNITY IMPROVEMENT FUNDING PROCESS

Contents

Eligibility Requirements	Page 2
Review Criteria	Page 2
Ineligible Costs & Activities	Page 3

Submittal Guidelines

- *New York State Law limits County funding for not-for-profit organizations to specific services and activities which benefit the public. Check the category which best describes the services you provide:*
 - **Human Services:** *includes Youth, Senior, Social and Health Services (The application deadline for Human Services organizations is July 1, 2003. Contact Roberta Rifkin at 858-7257.)*
 - **Economic Development** *(Countywide and/or regional in scope and impact; includes international trade, workforce development, tourism.)*
 - **Community Improvement and Special Events** *(serving significant County populations and/or regional in scope or impact; includes festivals and celebrations.)*
- *Requests should be for operational support, unless there is prior discussion with County staff (call Charlene Ritter-Lester at 858-6015).*
- *County funds are typically provided to organizations with a mission supporting the above noted funding categories.*
- *If there is a specific program/project for which the applicant is requesting funds, applications should include both overall organizational information as requested and additional information for the program/project.*

ERIE COUNTY 2004 PUBLIC BENEFIT FUNDING PROCESS

ELIGIBILITY REQUIREMENTS

The applicant must satisfy the following requirements in order to be eligible for County funding consideration:

1. Submittal of five (5) collated copies of the application including six (6) copies of supplemental information, (Stapled/not bound) no later than **4:00 p.m. Wednesday, July 30, 2003** (to County Dept. of Environment and Planning - Room 1064, 95 Franklin Street, Buffalo, NY 14202.)
2. If not funded by County in FY 2003, Proof of non-profit status as referenced on the application's checklist page: (1) acceptance of non-profit status by the US Treasury Department, Section 501(c) 3 US Internal Revenue Code; (2) acceptance by the Board of Regents of the State of New York of filing under not-for-profit Section 216 of the Education Law; (3) acceptance by the New York State Department of State for filing under the Registration of Charitable Organizations Section 172 of the Executive Law.
3. Documentation which proves that the organization has been in operation for a minimum of one year. Documentation should include evidence of service to the community as well as public (community) support.

REVIEW CRITERIA IN MAKING 2004 FUNDING RECOMMENDATIONS

An applicant must satisfy eligibility requirements as well as a significant number of the review criteria as noted below to qualify for full 2004 funding review.

1. Quality and Significance of Programs, Services and Activities (for Erie County community)
 - ...impact (cultural, social, and economic)
 - ...uniqueness, distinctiveness
 - ...audience/community following support
 - ...constituency outreach efforts
2. Demonstration of Managerial Competence and Organizational Viability
 - ...staff capabilities/responsibilities
 - ...effectiveness of volunteer support base (Board, volunteers and members)
 - ...demonstration of inclusiveness in management and programming decisions
 - ...ability to carry out meaningful services and programs/ability to adjust to operational and fiscal challenges
3. Documentation of Fiscal Accountability and Capabilities
 - ...submittal of required financial documentation
 - ...diversification of funding base
 - ...evidence of realistic budgeting in relation to fiscal challenges

INELIGIBLE PUBLIC BENEFIT COST AND ACTIVITIES

County funds are typically provided to supplement the general operating support of public benefit organizations in Erie County. The following types of applicants, categories and costs of activities are not eligible for County Cultural Funding.

- a) Applicants not in compliance with the eligibility requirements.
- b) State and municipal agencies.
- c) Individuals, or the operating expenses of, personally owned facilities (i.e. homes, studios).
- d) Schools (public or private) or any degree-granting institution primarily devoted to education and requesting funds for purposes which are not public performance type services related to culture.
- e) Organizations requesting funds for the same programs and services from other County departments.
- f) Projects or services not offered in Erie County.
- g) Projects, services or activities not open to the general public.
- h) Agencies that have shown an inability to administer grants in the past; have failed to comply with audit or reporting requirements of the County; or have inappropriately administered funds without providing evidence of corrective changes since the substandard performance period.
- i) Capital expenditures (i.e., mortgage payments, property purchase, building construction, renovation of facility or purchase of permanent equipment) **UNLESS THERE HAS BEEN PRIOR DISCUSSION WITH ERIE COUNTY STAFF.**
- k) Entertainment costs.